

**National Finance Center
Front-End System Interface (FESI)
Leave Transfer (160)**

| Data Element Name | Data Element Format | Start Position | End Position | Element Description | Optional Mandated O/M | Values | Customer Data Element Name |
|--------------------------|----------------------------|-----------------------|---------------------|---|------------------------------|--|-----------------------------------|
| DOCUMENT-TYPE | A3 | 1 | 3 | Indicates the type of document being processed | M | Three position numeric field. For this document the values is "160". | |
| AGCY-CODE | A2 | 4 | 5 | The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center. | M | Two position alpha-numeric field. For a list of valid values, see TMGT, Table 023, Agency/Bureau. | |
| SUBMITTING-OFFICE-NUMBER | A4 | 6 | 9 | An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel | M | Four position alpha-numeric field. For a list of valid values, see TMGT, Table 001, Personnel Office Identifier Name and Address. | |
| BATCH-NO-PERSONNEL | A4 | 10 | 13 | Number assigned by a personnel office to identify different batches of documents transmitted to the National Finance Center. | M | 66XX - The document remains in suspense until corrective action is taken. 67XX - The document remains in suspense for one pass and coded for deletion unless some type of positive action is taken. | |
| SSNO | A9 | 14 | 22 | A unique identifying number assigned by the Social Security Administration. | M | Employee SSNO | |
| FILLER | A1 | 23 | 23 | Unused field | M | SPACES | |
| PAY-PERIOD-NUMBER | A2 | 24 | 25 | The number corresponding to the pay period for which this document is being processed. | M | 01 through 27 | |

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| FILLER | A30 | 26 | 55 | Unused field | M | SPACES | |
| USER-ID | A7 | 56 | 62 | The user identification of the person entering the data. | M | Seven position alpha field. | |
| DEPARTMENT-CODE | A2 | 63 | 64 | Identifies the department of the U. S. government. | M | For a list of valid values, see the OPM Guide to Personnel Data Standards. | |
| FILLER | A42 | 65 | 106 | Unused field. | M | SPACES | |
| FESI-IDENTIFIER-NUMBER | A15 | 107 | 121 | Identifies transactions in user's system. | O | | |
| UEID | A20 | 122 | 141 | A unique employee ID (for future OPM use). | | | |
| FESI-DOC-EFF-CN | A2 | 142 | 143 | The effective century of the document. | M | Two position alpha-numeric field. | |
| FESI-DOC-EFF-YR | A2 | 144 | 145 | The effective year of the document. | M | Two position alpha-numeric field. | |
| FILLER | A5 | 146 | 150 | Unused field. | M | SPACES | |
| ANNU-LV-CARRYOVER-BAL | A6 | 151 | 156 | The hours of annual leave carried forward from one leave year to the next. This balance is also the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours. | M | Six position field with two decimal positions. 9999v99. The hours and quarter hours must be entered. All leave must indicate quarter hours (00, 25, 50, 75) except for Annual Leave Accrual YTD and Reduction In Credits that can only be in full hours. For example, 32¼ hours = 003225; default= spaces | |
| ANNU-LV-ACCRUAL-YTD | A3 | 157 | 159 | Hours of annual leave accrued during the current leave year. | M | Three position numeric field. | |
| ANNU-LV-ACCRUAL-REDUCTION | A3 | 160 | 162 | Hours of annual leave accruals that have been reduced from the employee's annual leave balance as a result of nonpay status. | M | Three position numeric field. When the number of hours of nonpay status in a full-time employee's leave year equals | |

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| | | | | | | the number of base-pay hours in a pay period, the annual leave accruals are reduced by the employee's leave category. | |
| ANNU-LV-USED-YTD | A6 | 163 | 168 | Hours of annual leave used during the current leave year. | M | Six position numeric field. Hours and quarter hours must be entered. Example: 61¾ hours = 006175 | |
| ANNU-LV-TRANSFERRED | A6 | 169 | 174 | The number of hours of annual leave transferred. | M | Six position numeric field. Hours and quarter hours must be entered. Example: 245½ hours = 024550 This is a computed total of (carryover + accrual) – (reduction + use) | |
| SICK-LV-CARRYOVER-BAL | A6 | 175 | 180 | Sick leave hours carried forward from one leave year to the next. | M | Six position numeric field. Must enter hours and quarter hours. Example: 32 ½ hours = 003250 | |
| SICK-LV-ACCRUAL-YTD | A3 | 181 | 183 | Hours of sick leave accrued during the current leave year. | M | Three position numeric field. | |
| SICK-LV-ACCRUAL-REDUCTION | A3 | 184 | 186 | Hours of sick leave accruals that have been reduced from the sick leave balance as a result of absence without leave. | M | Three position numeric field. When the number of hours of nonpay status in a full-time employee's leave year equals the number of base-pay hours in a pay period, the sick leave accruals are reduced by 4 hours. | |
| SICK-LV-USED-YTD | A6 | 187 | 192 | Hours of sick leave used during the current leave year. | M | Six position numeric value. Hours and quarter hours must be entered. Example: 65¼ hours = 006525 | |

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| SICK-LV-TRANSFERRED | A6 | 193 | 198 | The number of hours of sick leave transferred. | M | Six position numeric signed field. Hours and quarter hours must be entered. Example: 20 ½ hours = 002050 240 hours = 024000 (carryover + accrual) – (reduction + use) | |
| LWOP-LV-RETIREMENT-RIF | A6 | 199 | 204 | Hours of approved leave without pay occurring during the current calendar year. | O | Six position signed numeric field. The hours and quarter hours must be entered. If not applicable, send spaces. Example: 31¼ hours = 003125 | |
| LWOP-SINCE-LAST-WGI | A6 | 205 | 210 | Hours of approved leave without pay occurring since the employee's last within grade increase (WGI). | O | Six position numeric signed field. Must enter hours and quarter hours. If not applicable, send spaces. Example: 32 ½ hours = 003250 | |
| AWOL-LV-RETIREMENT-RIF | A6 | 211 | 216 | Hours of unapproved absence without leave occurring during the current calendar year. | O | Six position numeric field. Hours and quarter hours must be entered. If not applicable, send spaces. 65 ¼ hours = 006525 | |
| AWOL-SINCE-LAST-WGI | A6 | 217 | 222 | Hours of unapproved absence without leave occurring since the employee's last within-grade increase (WGI). | O | Six Position numeric field. Hours and quarter hours must be entered. If not applicable, send spaces. Example: 40 ¾ hours = 004075 | |
| DATE-SCD-WGI-MO | A2 | 223 | 224 | The month of the commencing date for completion of the within-grade increase waiting period. | O | Two position numeric field. If not applicable, send spaces. | |
| DATE-SCD-WGI-DA | A2 | 225 | 226 | The day of the commencing date for completion of the within-grade increase waiting period. | O | Two position numeric field. If not applicable, send spaces. | |
| DATE-SCD-WGI-CN | A2 | 227 | 228 | The century of the commencing date for completion of the within-grade increase waiting period. | O | Two position numeric field. If not applicable, send spaces. | |

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| DATE-SCD-WGI-YR | A2 | 229 | 230 | The year of the commencing date for completion of the within-grade increase waiting period. | O | Two position numeric field. If not applicable, send spaces. | |
| DATE-LUMP-SUM-LV-PD-MO | A2 | 231 | 232 | The month the lump sum for leave was paid from a prior appointment. | O | Two position numeric field. If not applicable, send spaces. | |
| DATE-LUMP-SUM-LV-PD-DA | A2 | 233 | 234 | The day the lump sum for leave was paid from a prior appointment. | O | Two position numeric field. If not applicable, send spaces. | |
| DATE-LUMP-SUM-LV-PD-CN | A2 | 235 | 236 | The century the lump sum for leave was paid from a prior appointment. | O | Two position numeric field. If not applicable, send spaces. | |
| DATE-LUMP-SUM-LV-PD-YR | A2 | 237 | 238 | The year the lump sum for leave was paid from a prior appointment. | O | Two position numeric field. If not applicable, send spaces. | |
| MILITARY-LV-DAYS-YTD-REG | A2 | 239 | 240 | The days of regular military leave used during the fiscal year. This is limited to 30 calendar days (with carryover) in a fiscal year. | O | Two position numeric field. If not applicable, enter spaces. | |
| FILLER | A3210 | 241 | 3450 | Unused field. | M | SPACES. | |

*If field does not apply, fill with spaces.